

# **ROMA**

## **MEDICAL**



Model 1300 Illustrated

## Lightweight Manual Wheelchairs

### 'Orbit'

Models: 1300 & 1330

## **USER MANUAL**

*Please ensure this manual is read and understood before using the scooter.*

Contents	Page
Introduction	3
Intended Use	3
Technical Specification	3
Feature Guide	4
Safety Advice	5
Opening and Folding	6
Reaching and Stretching	6 & 7
Reclining and Tilting	7 & 8
Safety Checks	9
Features	10-12
Adjustments	13 & 14
Maintenance	14 & 15
Warranty	

## Introduction

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Congratulations on the purchase of your new ROMA MEDICAL 'Orbit' wheelchair. Extensive research and development combined with high quality components and stringent testing ensure that ROMA MEDICAL wheelchairs are of the highest standards. This user guide will help you to operate your wheelchair with confidence. It is important to follow the safety information in this guide, taking note of the various warnings and recommendations. Ensure that you understand these user instructions and follow the maintenance advice given.

## Intended Use

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The ROMA MEDICAL 1300 / 1330 'Orbit' wheelchairs were designed to provide a lightweight means of mobility for users up to 115kgs (18st). A folding backrest and removable footrests make it easily transportable when not in use.

## Technical Specification

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The wheelchairs are classified as: Class 1 Medical Device as per MDD 93/42/EEC.

	1300 (self propel)	1330 (car transit)
O/All Length	1060mm / 42"	1020mm / 40"
O/All Width	670mm / 26.5"	580mm / 23"
O/All Height	920mm / 36"	920mm / 36"
Folded Length	780mm / 30.5"	720mm / 28.5"
Folded Width	320mm / 12.5"	310mm / 12"
Folded Height	740mm / 29"	750mm / 29.5"
Seat Width	455mm / 18"	455mm / 18"
Seat Depth	410mm / 16"	410mm / 16"
Armrest Height	190mm / 7.5"	190mm / 7.5"
Seat to Ground	480mm / 19"	480mm / 19"
Seat to Footrest	350-500mm / 14-19.5"	350-500mm / 14-19.5"
Weight	15kgs	13kgs
Maximum User Weight	115kg / 18 stone	115kg / 18 stone

Please note that the Orbit wheelchairs are not currently tested to ISO 7176-19 and should therefore NOT be used as a seat when being transported in a vehicle.

### 'Orbit 1300 Self Propel Wheelchair'



1. Folding backrest for easy transport
2. Locking brakes with attendant brake function
3. 60cm quick release pneumatic rear wheels
4. 20cm solid front castors
5. Swing in / out detachable footrests
6. Flip up and detachable armrests

**NOTE:** Model 1330 shares the above features apart from the 60cm rear wheels. The 1330 features 30cm rear wheels and is designed to be attendant propelled only

## Safety Advice

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This user manual gives guide points to the most common procedures and techniques involved in the safe operation and maintenance of your wheelchair.

Please practice these techniques until you are competent in manoeuvring around obstacles and feel at ease in controlling your wheelchair. The techniques described in this booklet are a starting point for a new wheelchair user, with safety being the prime consideration.

Use this booklet as a basic guide. Many wheelchair users successfully use the techniques suggested on the following pages. It is also advisable that a health care professional be involved prior to your wheelchair being operated.

ALWAYS ENSURE that the brakes are applied when transferring to and from the wheelchair and that when travelling in a motor vehicle the wheelchair user transfers to the motor vehicles seat and uses the safety restraints provided in the motor vehicle.

### SAFETY PRECAUTIONS

- Do not exceed the weight capacity
- Do not attempt steep inclines unless you have assistance.
- Do not adjust the footrests lower than 6.5cms (2½ins) from the ground.
- Do not stand on the footplates when transferring to or from the wheelchair. This could cause the chair to tip.
- Do not lean on the wheelchair or use it as a walking aid, this could result in a loss of balance.
- Do not lean / reach forward unless you have ensured the castors are in a forward position.
- Do not attempt to lift the wheelchair by the armrests or leg rests if they are of the removable type.
- Do not replace or fit any other parts other than ROMA MEDICAL parts to your wheelchair.
- Do not fix any restraints to the wheels of the wheelchair.
- Ensure that the brakes are clean and adjusted correctly.
- Do not carry bags on the push handles as this may compromise stability on inclines and uneven surfaces.

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### Removing the wheelchair from its carton

Tip the carton on to its side (narrow edge) with the wheelchair's pushing handles pointing to the floor. Slightly raise the pushing handles and wheel the chair from its carton. This procedure alleviates the need to lift the wheelchair above waist height.

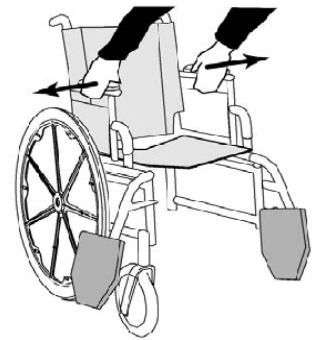
## OPENING AND FOLDING THE WHEELCHAIR

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### Opening the wheelchair

Remove all outer packaging from the wheelchair.

Gently pull the arms apart and the wheelchair should open. Push down on the sides of the seat to ensure that the chair is fully opened. Ensure the cross brace seat rails locate fully into the seat guides and the seat rails lie parallel with the frame tubes.



### Folding the wheelchair

The wheelchair footplates should be lifted to the vertical position and the detachable footrests removed prior to folding. Also fold down the backrest.

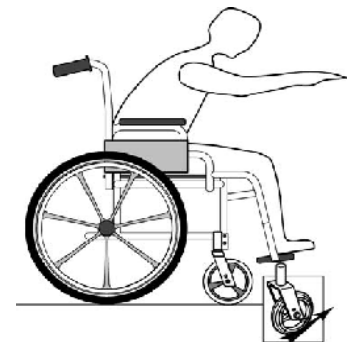
Grip the front edge of the seat upholstery and pull upwards. The crossbars of the wheelchair will come together closing the wheelchair.

On fold down back models, fold the backrest prior to folding the chair.

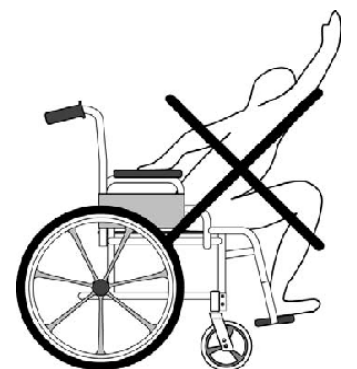


### Reaching, leaning and bending

If you find yourself having to reach lean or bend, it is important to ensure that the front castors are used to give extra stability. Position the front castors in a forward position and apply the brakes.

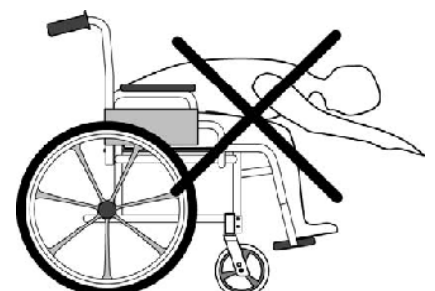


***DO NOT sit on the front of the seat and attempt to reach for high objects. This could potentially lead to a forward tip and injury to the user.***



***DO NOT attempt to pick up objects that are situated on the floor between your legs.***

***ALWAYS seek assistance if there is an object outside your reach.***



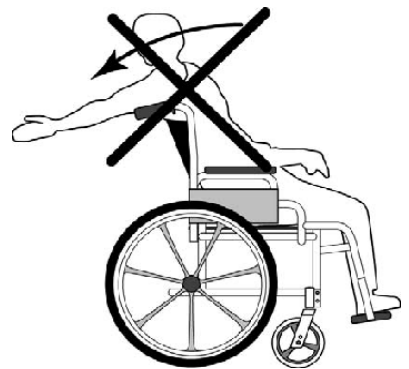
Leaning backwards Position the wheelchair as close as possible to the item you are trying to reach.

Do not over reach.

Do not lean over the backrest as this may cause the chair to tip or become unstable.



***DO NOT over reach backwards or sharply adjust your body position as this may cause instability.***



***DO NOT stand on the footplates, this will cause the wheelchair to tip forward. Always flip the footrests up and use the floor.***

***ALWAYS seek assistance whenever you are experiencing difficulty.***

***Caution***

***On assessment of the wheelchair user the healthcare advisor should be able to determine the persons stability when using a wheelchair and if necessary recommend a wheelchair fitted with anti-tipping levers.***



### **Reclining / Tilting (For Attendant Purposes Only)**

Grip the pushing handles firmly and place a foot on the tipping lever.

*Push down on the tipping lever until the balance point is achieved. The attendant will feel the difference in weight ratio and can control the tilt from the push handles and tipping levers.*

Turn the wheelchair in the direction required.

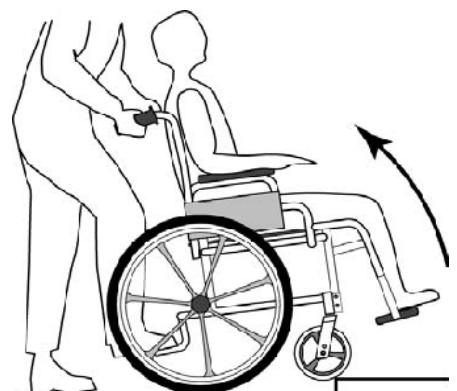
Returning from the tilted position, keep one foot on the tipping lever and a firm grip on the pushing handle and lower slowly to the ground.

The same procedure can be adopted to lower and raise persons up and down Kerbs.

An attendant should be available for kerb climbing.

The wheelchair should be tilted back in the manner described above.

Going up a kerb the wheelchair is pulled up and over backwards.



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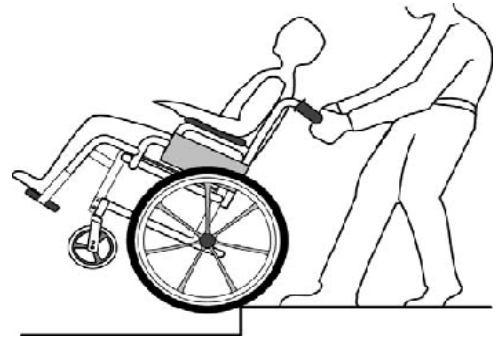
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Going down the kerb the same operation is applied as going up, lower the wheelchair slowly down the kerb with the chair tilted back.

Ensure that when these actions are undertaken the attendant has sufficient bodyweight to hold the wheelchair and the user. If not please ensure that two attendants assist.

Do not use the wheelchair on an escalator.

Do not use the wheelchair for ascending or descending stairs.





## Safety Checks

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Periodically under take the following inspections. The frequency of these inspections will be determined by the amount of use the wheelchair is subjected to.

It is suggested that your wheelchair has an annual inspection and service by your dealer.

### General

Wheelchair opens and closes smoothly

Wheelchair runs straight (no excessive drag or pull to one side)

### Brakes

Brakes do not rub on the wheels when moving.

Brakes are easy to apply.

No loose linkages on the brake

### Cross braces

Inspect for wear or bends.

Pivot bolt is secure, but slides freely.

### Skirt guards

Inspect for damage, broken panels or sharp edges.

Self-taping screws or rivets are secure.

### Armrests

Check for damage

Ensure armpads are screwed firmly in place.

### Seat and back

Check edges for tears

Check for excessive stretch.

### 24" & 12" wheels

No excessive side movement when wheels are spun.

Axle lock nuts are secure.

### 8" castor wheel bushes

Inspect stem for correct tension by spinning the castor. Castor should come to a gradual stop. Adjust tension on lock nut.

### Tyres

Inspect for wear and cracking of the tyre walls.

## Chair Features

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### Quick release rear wheels (1300 only)



The rear wheels can be quickly removed without to tools for easier transportation. Ensure the brake is unlocked and simply press the black button at the centre of the wheel and pull away from the frame. Re-fitting the wheel is the reverse of the above.

***Ensure the wheel is correctly refitted and cannot be pulled away from the frame without the button being depressed. Failure to do this could result in the wheel becoming loose whilst***

***occupied which could result in injury.***

### Flip up and removable armrest



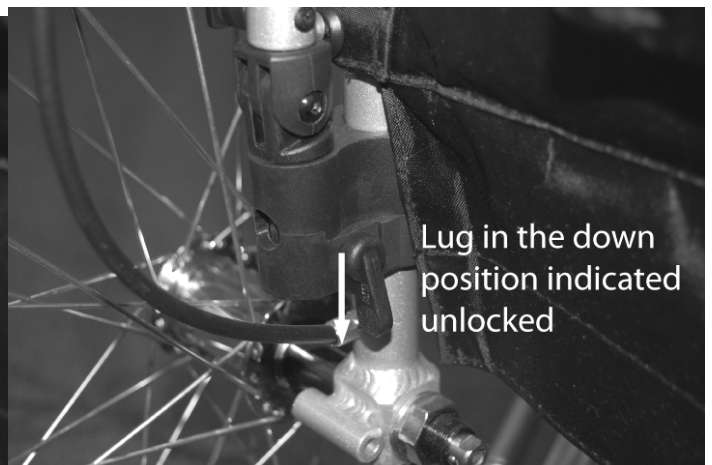
For easier side transfers, the armrests can be flipped backwards. Simply press the lever arrowed opposite to the and lift the arm back out of the way. To fully remove the arm, turn the lug at the back of the arm and lift the arm assembly clear of the wheelchair.

When refitting the armrests, ensure the spring buttons fully relocate into the arm receiver sockets and the rear lugs are in the locked position.

### Rear armrest locking sockets



Lug in the up position indicating locked



Lug in the down position indicated unlocked

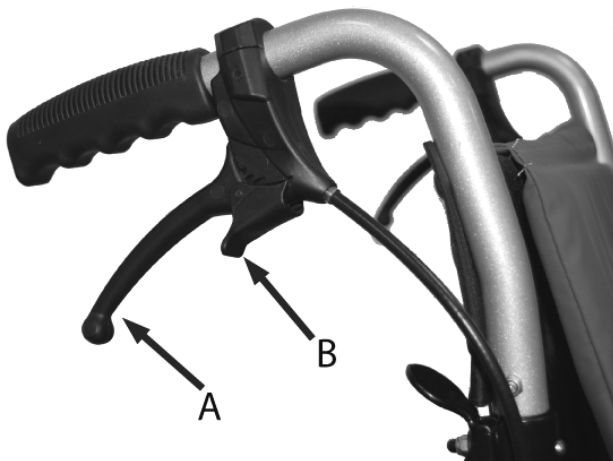
### Fold down backrest



If the backrest is required to be folded for transportation simply press the release lever down (1) and fold the top of the backrest down (2) at the same time.

The handle will lock into place when returned to the upright position.

### Attendant brake lever



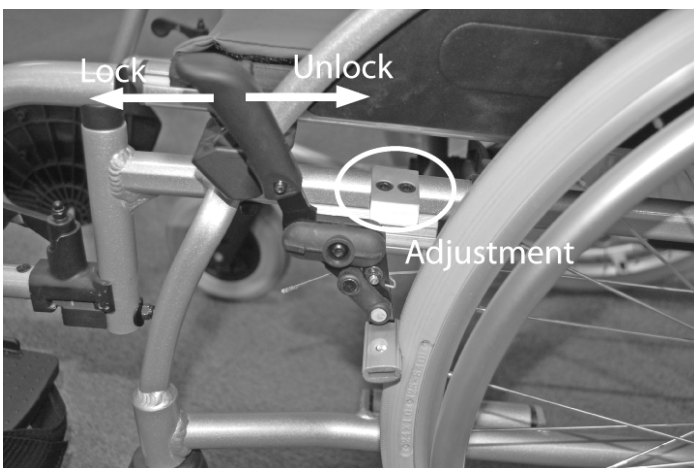
Both models have attendant operated brake levers which enable an attendant to operate the parking brake.

Squeezing the lever in the direction 'A' will operate the brake.

To release the brake squeeze lever 'B' while applying pressure to the main brake lever and release together to unlock the brake.

***CAUTION: Never leave patients who require full time attention unattended in the chair.***

### User operated brake



The user can operate the brake by simply pushing the lever forward to lock and back to release. (The user cannot release the brake if it has been operated by the attendant brake lever)

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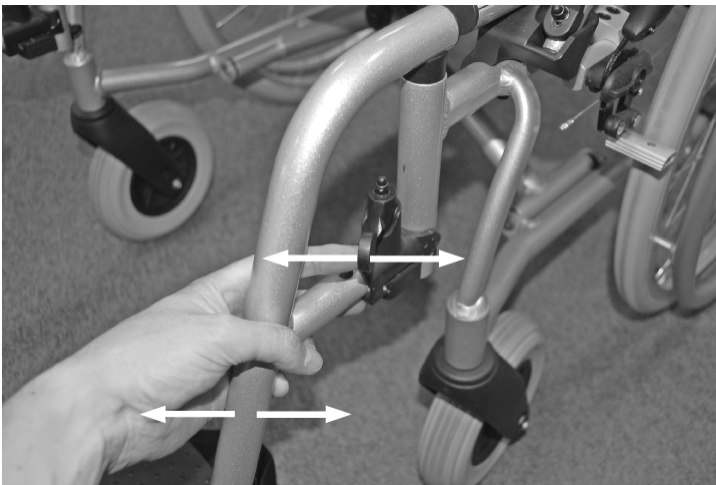
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### Foldaway brake lever

For easier side transfers the brake lever can be folded away as shown below. Pull up on the brake lever and gently push it backwards out of the way. Reverse the operation to put the lever in it's operating position.



### Swing in / out detachable footrests



To swing the footrests in / out push the finger lever to the left or right as shown in the image opposite.

To remove the footrest push the lever and lift the footrest away from the wheelchair. When re-fitting always ensure the footrests are re-located and cannot be lifted or moved from side to side.

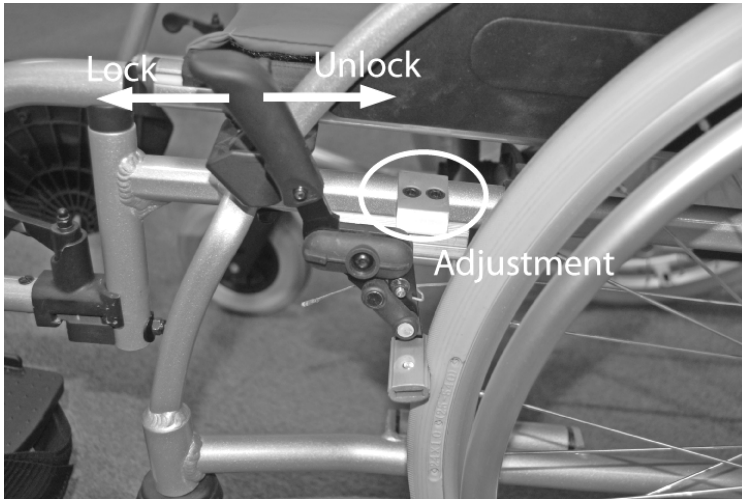
***Note: Never leave footrests in the swing in or out position when in use as this could cause injury to the user.***

## Adjustments

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Each wheelchair is supplied with a small toolkit which has the necessary tools to perform simple adjustments and maintenance. (A cross head screwdriver will be required to adjust footplate depth)

### Parking Brake



Should the user parking brake become ineffective, it can be adjusted by slackening the two allen bolts circled above. Fully release the brake, slacken the bolts and carefully slide the brake assembly towards the rear wheel about 5mm. Retighten the two bolts and test. If the brake remains ineffective, repeat the process until the brake holds.

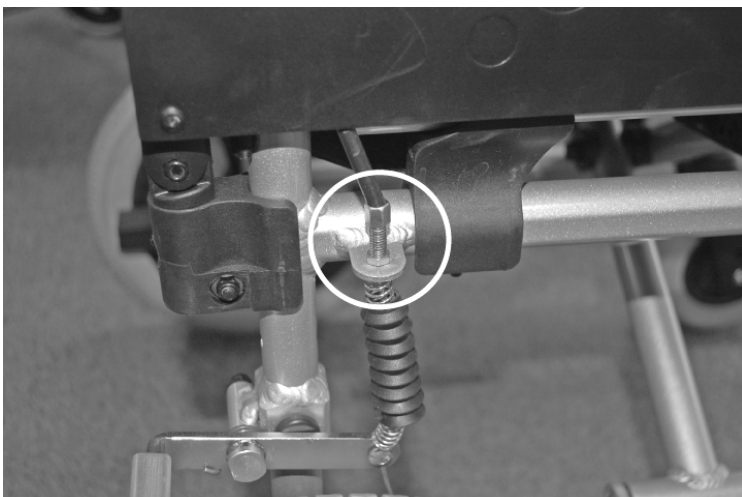
### Attendant Brake (1300)



It is possible that after some time there may be a small amount of stretch in the cable. The stretch can be compensated for by using the adjustment screw as shown opposite. It uses the same principle as that of a bicycle brake.

Use an 8mm spanner to turn the adjuster anti-clockwise and then tighten the locking nut to prevent the adjuster returning.

### Attendant Brake (1330)

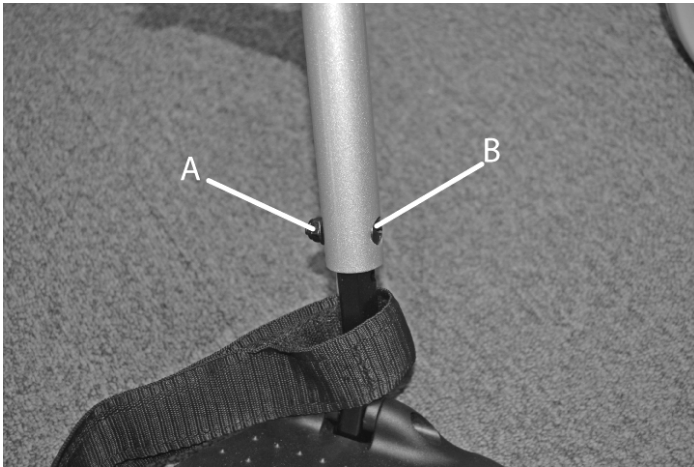


It is possible that after some time there may be a small amount of stretch in the cable. The stretch can be compensated for by using the adjustment screw as shown opposite. It uses the same principle as that of a bicycle brake.

Use an 8mm spanner to turn the adjuster anti-clockwise and then tighten the locking nut to prevent the adjuster returning.

## Footplate Depth

The footplate depth should ideally be adjusted by your dealer prior to the commissioning of your wheelchair.



Should you require to adjust the depth of the footplate, locate the nut (A) and screw (B) bolt located on the footrest hanger. Completely undo the nut and screw and remove the retaining bolt from the footrest hanger. The footrest stem tube has adjustment holes to set the depth. When the required depth is achieved, simply locate the bolt through the hanger tube and stem and retighten the bolt.

## Maintenance

Whenever any part of your wheelchair is not functioning properly, a hazardous situation could result. Periodic inspection, adjustment and replacement of worn parts will provide many years of trouble free performance.

Regular checks should be made of:-

### Castor retaining bolts



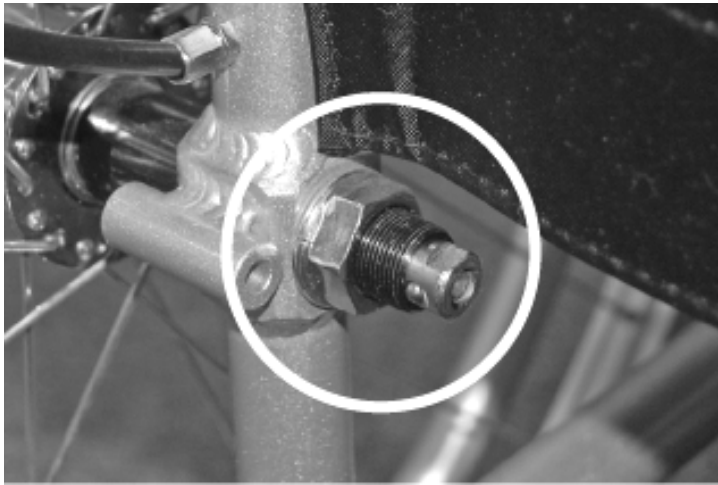
If you notice that your wheelchair's castors 'flutter' it is likely that they will need tightening, this can be confirmed if there is any side to side movement of the castor assembly.

An 8mm allen head bolt is located inside the castor fork and this should be tightened.

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### Quick release rear wheel axles (1300 only)



It is important that the quick release wheel axle is inspected and maintained at least monthly.

Check there is no free play in the wheel and lubricate the locking ball bearings with a light oil to ensure free movement.

### Upholstery cleaning

Your wheelchairs are fitted with a removeable upholstery set for easy cleaning.

Use hand warm soapy water.

Caution! Do not use paint remover, or solvents on the upholstery.

If the upholstery becomes torn or damaged seek replacements to avoid any possible risk of contamination.

### Metal Parts

Clean all metal parts with auto wax or a similar compound.

Caution! Do not use strong detergents, abrasive cleaner or any other material that will scratch the finish

### Tyres

Periodically examine tyres for wear and replace as needed. Tyres should be replaced when they become loose on the rim or when they are cracked or worn.

### Stability

You should always be aware of your surroundings and take care not to enter a situation where your wheelchair may become unstable. This would generally be due to adverse inclines or uneven ground.

### Lap Belt Adjustment

Your lap belt is a standard feature on your wheelchair which has been factory fitted. Your dealer should demonstrate how the lap belt should be adjusted. The purpose of the lap belt is to ensure that the user is seated in their most comfortable, safe position.

### Adjustment of your lap belt

Ensure that you are sitting back fully into the seat with the pelvis as upright as possible and not leaning to one side.

Position the belt so that the hip bones can be felt above the lap belt. As a guide, the belt should be adjusted so that there is sufficient room for two fingers to slide between your body and the belt.

## WARRANTY TERMS AND CONDITIONS

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### Standard Terms

This is to certify that your ROMA MEDICAL wheelchair is guaranteed for a period of one year from the date of purchase. The warranty is not transferable.

The manufacturer will not accept liability for damage caused by any misuse, unauthorised alterations or non-observance of the instructions set out in this user manual.

The guarantee excludes parts, which have been subjected to natural wear and tear during this period (Tyres and plastic parts)

**Model No:**.....

**Serial No:**.....

**Purchase Date:**.....

Dealer's Stamp